

Technical Branch
Science & Engineering Group
Para-Professional Engineering Series

TRAFFIC SPECIALIST I

04/98 (TLW)

Summary

Under general supervision, perform diverse moderately complex traffic engineering support functions.

Typical Duties

Conduct field studies to determine traffic volume, speed, effectiveness of signals, adequacy of lighting, and other factors influencing traffic conditions: Involves: installing mechanical traffic counting machines; analyzing traffic volume and interviewing motorists at assigned intersections or other areas where congestion exists or where disproportionate number of accidents have occurred; determining average speed of vehicles using electrical timing devices or radar equipment; observing lighting, visibility of signs and pavement markings, location of traffic signals, width of street or roadway, and other considerations affecting traffic conditions; drawing graphs, charts, diagrams and similar aids to illustrate observations and conclusions; researching and compiling traffic accident reports and drawing collision diagrams for intersection evaluation; computing mathematical factors for adjusting timing of traffic signals, speed restrictions, and related data using standard formulas; preparing drawings of proposed signal installations or other control devices; preparing statistical studies of traffic conditions; recommending changes in traffic control devices and regulations based on findings; preparing work orders for installation of regulatory, warning and advisory signs and traffic control devices.

Supervise traffic counters or other paraprofessional staff as assigned. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes.

Perform related duties as assigned. Involves: performing any duties of coworkers, if required, during temporary absences sufficient to maintain continuity of normal operations; preparing reports.

Minimum Qualifications

Training and Experience: Completion of an Associates' Degree in Electronics Technology, Drafting Technology, Mathematics or related field and two (2) years para-professional traffic engineering experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: principles, techniques and mathematics of paraprofessional traffic engineering such as counting methodology, geometrics and timing; manual and computer aided design drafting (CADD) techniques.

Ability to: compile and analyze traffic engineering data from a variety of sources; prepare design drawings based on engineering requirements; interpret plans, drawings, specifications, codes, and regulations; gather and compile data; manually or with the aid of computer equipment draft engineering documents, and perform related mathematical calculations; prepare technical reports, spreadsheets, charts and graphs pertaining to assigned activities using a variety of computer software applications; simultaneously monitor details of numerous small projects; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, utilities, other agencies and the general public; maintain records and prepare reports.

Skill in the safe operation and care of: personal computer or network work station, including CADD, word processing, spreadsheets and database software; standard drafting instruments; time and distance measuring devices; motor vehicle through city traffic.

Physical Requirements: Frequent: close visual concentration to draft design drawings. Occasional: exposure to adverse weather and heavy street traffic while field checking, data gathering and surveying which includes walking, standing climbing, and lifting and carrying objects and equipment (up to 20 lbs.) over rough terrain and construction sites.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays and mandatory overtime, as required.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another State.

Director of Personnel

Department Head